

**HOW TO MAKE CHANGES TO AN  
EMPLOYEE'S PAYROLL RECORD**

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#### **4.A. P-1 Employee**

After the establishment of a payroll record, via the approval of a P-1 appointing or transferring an employee, there will be an ongoing need to update or change information in that record. Examples of changes would include adding deductions, changing tax withholding information, changing the employee's salary due to an annual increment, and changing the employee's address.

Any change which is initiated by a P-1, such as a salary change or an address change, will update the payroll record. In these cases, no additional action is required by the payroll officer. (Refer to the appendix for P-1 generated transactions.)

However, some changes such as changes in tax withholding information will require transactions to be submitted. Be sure to find the appropriate fields on the transactions to make the changes. For example, if the employee submits a new W-4, changing from one exemption to two, find the "FIT Exemptions" field on the 210 Transaction. Enter an "X" in the change indicator field preceding the "FIT Exemptions" and enter "2" in the Exemption Field. This will overlay the "1" that was in the field. Note that only the information that actually changes should be entered.

Each change will completely remove the old information in the employee's master record. The old information will no longer appear. To completely erase data in the master record (except for deductions), an "X" should be entered in the change indicator preceding the field, and the field should be left blank. This will "overlay" the old data with blanks.

Changes to an existing deduction should always contain the deduction number in the appropriate field. This will tell the system which record to change. If only the amount of the deduction is changing, and not the utility number, only enter the amount field. Do not enter data that is not changing.

#### **4.B. Non P-1 Employee**

Obviously, there is no P-1 to generate transactions to change an employee's payroll record. Accordingly, any change that is needed will require the submission of all transactions. Be sure to enter only the data that is changing. Do not enter data that will remain the same.